



Maxwell Alejandro Frost

REPRESENTING CENTRAL FLORIDA

Community Project Funding Guide Fiscal Year 2024

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Updated March 3, 2023



Dear Community Member,

I am excited to share with you a resource guide on how community members of Florida's Tenth Congressional district can apply for Community Project Funding through the congressional appropriations project.

Community Projects are direct investments in Central Florida that will improve our everyday lives. My office and I are committed to creating a fair, equitable, and transparent process that benefits every part of Florida's Tenth Congressional district.

Community Project Funding allows a specific organization to receive federal funds under an existing program. The organization must comply with all requirements of the existing program. Community Project Funding is only available for certain programs. For those following Community Projects over the last two years, please note that this year, the majority party has eliminated eligibility for many accounts, including those in healthcare, education, and financial services.

In this Community Project Funding guide, you will find explanations of the project application process, criteria to determine your eligibility, an outline of the required information, relevant deadlines for submission, and contact information for my staff in case you have questions.

I am committed to bettering the lives of everyone in Florida's Tenth Congressional District – and that's precisely what supporting these Community Projects will do. Our team is excited to hear your recommendations for projects that fit our criteria by meeting a clear and present need in the community, being administered by local government or eligible nonprofit organizations, and enjoying significant support from community stakeholders.

During this process, please keep in mind that my office will be receiving and reviewing more requests for Community Projects than can be supported. That is why it is extremely important that every project applicant also pursue other federal, state, or local funding opportunities where applicable. As you review this resource guide, please remember that my team is standing by to support you, and to answer any questions that you may have. We look forward to working with you to bring important resources to Florida's Tenth Congressional District.

Sincerely,

A handwritten signature in cursive script that reads "Maxwell Alejandro Frost".

Maxwell Alejandro Frost
Member of Congress

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I. My Community Project Funding Application Submission Form and Staff Contact List

Please submit all FY24 Community Project Funding requests through my office's form at <https://forms.office.com/g/Qs9wPiMaSV>.

The deadline to submit a Community Project Funding request is March 15, 2023.

Staff Contact List

For specific questions about the process or your request, please reach out to my staff directly:

- Jen Curt, Legislative Director – Jen.Curt@mail.house.gov
- Jason Henry, District Director – Jason.Henry@mail.house.gov

II. Overview of the Community Project Funding Process

The House Appropriations Committee has agreed to fund Community Projects for the third year in a row. These requests will be funded through numerous federal funding bills.

First, you should know at the outset that my team and I expect to receive dozens of requests for project funding. And while it's my goal to help fund as many projects as possible, Members of Congress can only submit fifteen requests to fund Community Projects – and we cannot guarantee what will ultimately be funded.

Second, it is important that any request you make satisfies **every** requirement laid out by the House Appropriations Committee. Most importantly, each request must include demonstrated merit and community support. You will be required to submit evidence of that community support, which could include:

- Letters of support from elected community leaders and community members
- Press articles highlighting the need for the specific project
- Resolutions passed by local/county/state governments
- Projects listed on community development plans, state intended use plans, and other publicly available planning documents
- Support from local newspaper or editorial boards, etc.

Additional requirements are listed below:

- A financial disclosure statement from myself – certifying that neither my immediate family nor I have any financial interest in the proposed project – is required.
- No funds may be used by for-profit recipients.
- Matching funds must be available for each project from the state and/or local government. (Matching funding does NOT have to be in-hand, but officials must have a funding plan in place to meet this requirement).
- To ensure a federal nexus exists for each funded project, the Committee will only fund projects that are tied to a federal authorization law.
- The funds for each project must be obligated in FY24

In the interest of transparency, all Members are required to post all Community Project Funding requests submitted to the committee on their website. The posting must include the name of the proposed recipient, their address, the amount of the request, and an explanation of the purpose and justification for the use of taxpayer funds.

III. Details for Open Accounts

Community Project Funding is only available for certain programs. The accounts available for Community Project Funding are organized by the 12 Appropriations Subcommittee with responsibility for that program. Below is a list of accounts for FY24 for which an organization can make a request for Community Project Funding, as well as specific information needed to make a submission. Please note, this language was taken from the House Appropriations Committee [website](#) and is not in my words.

Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies (Ag)

Specific information needed for the Ag accounts:

1. The website address of the proposed recipient.
2. If there are additional costs necessary to complete the project, have those been secured?
3. For Rural Development projects, is the project for an eligible purpose and does it meet all eligibility requirements under current law?
4. Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
5. Why is the project a priority for the district? Briefly explain the community benefits.
6. Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
7. Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
8. Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
9. For ARS B&F only, what is the estimated start date of the project? How soon could the feasibility/engineering design phase commence? [mm/yy]
10. For ARS B&F only, does the project have distinct and separable phases?
11. For ARS B&F only, what is the estimated completion date of the project? When does completion of construction occur? [mm/yy]
12. For ARS B&F only, have you verified that this facility is owned or operated by the Agricultural Research Service?
13. For ReConnect requests only, please provide relevant information, such as the number of households, businesses, or farms that would be served, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.
14. For Conservation Operations requests only, briefly describe how the project will reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, or other objectives that will help conserve, maintain, and improve natural resources.
15. For Water and Waste requests only, provide relevant information, such as the number of households, businesses, or farms that would be served.

Department of Agriculture

Account: Department of Agriculture, Rural Development, Community Facilities Grants

Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses. Examples of eligible projects include but are not limited to medical or dental clinics, healthcare facilities, police or fire departments, and public works vehicles.

Priority will be given to essential projects, such as those focused on public health and safety.

Any project must serve a rural area as specified in 7 CFR 3570.53 (rural areas including cities, villages, townships and Federally Recognized Tribal lands with no more than 20,000 residents).

The Member's request must demonstrate community support. Members should ensure that their request provides the most complete description of the project as possible. Submissions should include details on all proposed use of funds, activities that will occur, timeline, and detailed information on the complete service territory.

Such requests are also subject to cost share requirements specified in 7 CFR 3570.63(b). Please review program regulations carefully.

Community Facilities grants cannot be used to pay initial operating expenses or annual recurring expenses, refinance existing debt, pay interest, build or repair facilities in non-rural areas, or pay for construction costs of facilities that will be used for commercial rental space.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility and non-federal cost share requirements. For fiscal year 2023, the average Community Facilities CPF award was about \$1.3 million.

Account: Department of Agriculture, Rural Development, ReConnect Program

ReConnect broadband pilot grants facilitate broadband deployment in rural areas. Grant funds can be used for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide broadband service to rural areas without sufficient broadband access, defined as 25 Mbps downstream and 3 Mbps upstream.

The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town, or incorporated area that has a population of greater than 20,000 inhabitants. Sufficient access to broadband is defined as greater than 90% of any rural area in which households have fixed, terrestrial broadband service delivering at least 25 Mbps downstream and 3 Mbps upstream. Mobile and satellite services will not be considered in making the determination of sufficient access to broadband.

Stand-alone middle-mile projects are not eligible under the ReConnect Program. However, middle-mile facilities are eligible if they are needed to bring sufficient broadband service to all premises in the area.

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Members are strongly encouraged to include information in their requests, such as the number of households, businesses, or farms will be served in the area, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.

Additionally, when submitting a request, Members are reminded that all policies and procedures apply, including environmental and related reviews and the non-federal cost share requirement of 25% of the overall project cost. Policies and procedures can be found at <https://go.usa.gov/xexPT>.

USDA's Rural Development office is a valuable resource to answer program questions, including eligibility. For fiscal year 2023, the average ReConnect CPF award was nearly \$1.2 million.

Account: Department of Agriculture, Rural Development, Distance Learning and Telemedicine Grants

The Distance Learning and Telemedicine program (DLT) helps rural residents better utilize the enormous potential of modern telecommunications and the internet for education and healthcare, two critical components of economic and community development. The DLT program helps rural communities acquire the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas.

Grants may be used for audio and video equipment, broadband facilities that support distance learning or telemedicine (not actual broadband), computer hardware or network components/software, and acquisition of instructional programing.

Any requests are subject to all regulations governing the program which can be found at 7 CFR Part 1734. The program requires a 15% match that cannot come from another Federal source. Members are strongly encouraged to provide as much detail as possible on how the award will be utilized, what equipment of service will be acquired and any information on population(s) served. The program is intended to serve rural areas with populations of 20,000 or less.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility.

Account: Department of Agriculture, Rural Development, Water and Waste Disposal Grants

The Water and Waste Disposal Grant Program may be used to finance the acquisition, construction or improvement of drinking water sourcing, treatment, storage and disposal; sewer collection, transmission, treatment and disposal; solid waste collection, disposal and closure; and storm water collection, transmission, and closure.

Members are strongly encouraged to provide details on the number of households and businesses served and details of the exact work to be completed.

Eligible entities include rural areas and towns with population of 10,000 or less and Tribal lands in rural areas. The account has not been subject to CPFs in the previous years. Potential recipients will be required to provide a 25% non-federal cost share.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility.

Account: Department of Agriculture, Agricultural Research Service, Buildings and Facilities

The Agricultural Research Service (ARS) owns and operates laboratories and facilities across the United States. Many of these laboratories/facilities are decades old, have outlived their functional lifespan, and are badly in need of major repairs, renovation, or replacement. Requests can assist in the acquisition of land, construction, repair, improvement, extension, alteration, and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture. Requests must be for ARS-owned or operated facilities.

Members are strongly encouraged to provide details on the research to be conducted, why the research is a high priority, as well as details on the modernization and why it is critical in carrying out the research.

Account: Department of Agriculture, Natural Resources Conservation Service, Conservation Operations

The Natural Resources Conservation Service (NRCS) supports private landowners, conservation districts, and other organizations to conserve, maintain, and improve the Nation's natural resources. Examples of specific objectives include reducing soil erosion, improving soil health, enhancing water supplies, improving water quality, increasing wildlife habitat, and reducing damage caused by floods and other natural disasters.

Members are strongly encouraged to provide details on the work to be done, including if the project will conduct surveys, investigations, or research, and if there is a plan to publish the results of any such work. Members should also describe any preventive measures to be taken, such as engineering operations, methods of cultivation, or changes in use of land.

For FY24, the Subcommittee will only consider projects for funding recipients that are State, local, and Tribal organizations, or public conservation districts. Non-profit recipients will not be considered.

The State Conservationist is a valuable resource to answer program questions, including eligibility. House CPFs in the account averaged about \$1.3 million in FY23.

For more information on accounts in the Ag Subcommittee, [see full Committee guidance](#).

Subcommittee Commerce, Justice, Science, and Related Agencies (CJS)

Department of Commerce

Account: NIST – Scientific and Technical Research

NIST Scientific and Technical Research projects support standards-related research and technology development.

Purpose & Federal Nexus

- Funding must be for activities consistent with, and supportive of, NIST’s mission and aligned with one or more of the functions and activities described in section 272 of title 15, United States Code.
- Note: Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

Supplemental Questions for NIST Scientific and Technical Research project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format ‘City (or County), State’.

Account: NOAA – Coastal Zone Management

Coastal Zone Management projects support the protection, restoration, and responsible development of our nation’s diverse coastal communities and resources.

Purpose & Federal Nexus: Funding must be for activities consistent with, and supportive of, NOAA’s mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).

Cost-Share Requirements: Coastal Zone Management projects are subject to any applicable cost-share required by law under the Coastal Zone Management Program.

Supplemental Questions for NOAA Coastal Zone Management project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?

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4. Please provide the location of this project, in the format 'City (or County), State'.

Department of Justice

Account: Byrne Justice

Byrne Justice projects assist state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims' services, and other related activities.

Purpose & Federal Nexus: Funding must be for activities consistent with, and supportive of, the Office of Justice Programs' mission and aligned with one or more of the purposes described in the Byrne Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

Prohibited Uses: 34 U.S.C. 10152(d) provides:

(d) Prohibited uses

Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:

- (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
- (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order-
 - (A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
 - (B) luxury items;
 - (C) real estate;
 - (D) construction projects (other than penal or correctional institutions); or
 - (E) any similar matters.

In addition, Chair Granger communicated that she will not support the use of Byrne Justice Community Project Funding for the following:

- Initiatives that involve the distribution of drug paraphernalia
- Initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
- Initiatives that appear to be anti-law enforcement or unrelated to criminal justice.
- Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

Prioritization of Projects: In the event of limited funding, the Chair will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities.

Non-Profit Entities: Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne JAG program. Such projects will be closely examined.

Requirements

- Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#).
- Below are the links to the Department's guidance and frequently asked questions regarding the Byrne-JAG program, which may help guide you in gauging the eligibility of a proposed Byrne project:
 - <https://bja.ojp.gov/program/jag/overview>
 - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>
- Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation.

Supplemental Questions for Byrne Justice project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.

Account: Community Oriented Policing Services (COPS) Technology and Equipment

COPS Technology and Equipment projects support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.

Purpose & Federal Nexus: Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chairman will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology, and forensic technology, to assist State, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

Notes:

- Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies.

- Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

Supplemental Questions for COPS Technology & Equipment project requests:

1. Is the recipient a State, Tribal, or local law enforcement agency?
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.

Account: NASA Safety, Security and Mission Services

NASA Safety, Security and Mission Services projects support science education, research, and technology development related to NASA's mission.

Purpose & Federal Nexus: Funding must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA's mission.

Note: The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

- Building construction or renovation projects.
- Medical research projects.

Supplemental Questions for NASA Safety, Security, and Mission Services project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.

For more information on accounts in the CJS Subcommittee, [see full Committee guidance](#).

Energy and Water Development (E&W)

The Subcommittee on Energy and Water Development and Related Agencies will accept project requests in only the following accounts and only in accordance with existing authorizations:

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District Office
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Army Corps of Engineers (Civil Works)

Account: Investigations

Account: Construction

Account: Mississippi River and Tributaries

Account: Operation and Maintenance

Department of the Interior/Bureau of Reclamation

Account: Water and Related Resources

❏ Not all programs within these accounts will be open for Community Project Funding requests.

☎ If the project is **not** an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further information **prior to** submitting a request.

ℹ To support the funding level and scope of a project included in the President's budget request, please submit a program request. **A Community Project Funding request is only necessary to request an increment of funding or scope above and beyond the President's budget request.**

☑ Program request to support the President's budget request of \$10 for Project A.

☑ Community Project Funding request to support \$5 in addition to the President's budget request for Project A.

Ⓟ Program request or Community Project Funding request to support \$15 for Project A.

ℹ After the official Community Project Funding requests have been received, the Subcommittee will ask the federal agencies for technical assistance on each requested project, including the information described in the suggested questions below. The Subcommittee will evaluate project requests based on the information provided to the Subcommittee directly from the federal agency.

⊗ Is the project authorized? Is the scope of work to be funded within existing authorization?

ℹ If YES, the project may be eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

⊗ What is the statutory citation?

✓ If the project is an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, include the statutory citation in the statement of federal nexus.

☎ If the project is authorized in a manner other than an individual project authorization or under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further clarification of eligibility prior to submitting a request.

Ⓟ If NO, **STOP** – the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

⊗ What is the official project name?

☑ Include this name in the "Project Title" field in the electronic system and in the certification of no financial interest.

⊗ What is the fiscal year 2024 capability?

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For a Corps of Engineers project, what is the correct appropriations account in which to request funding?

For a Corps of Engineers project, is this project a new start?

☐ For a Bureau of Reclamation project, is this project authorized **only** under section 4007, 4009(a), or 4009(c) of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016 (Public Law 114-322)?

For more information on accounts in the CJS Subcommittee, [see full Committee guidance](#).

Homeland Security

Federal Emergency Management Agency

There are two Federal Emergency Management Agency (FEMA) grant programs within the Subcommittee on Homeland Security's jurisdiction that are open to CPF requests: Pre-Disaster Mitigation (PDM) grants and Emergency Operations Center (EOC) grants. Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](#), for these two grant programs to ensure proper consideration of the Member's request.

Cost-Share Requirements: The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. The non-federal cost-share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is \$25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications in accordance with the Stafford Act (42 U.S.C. § 5133(a),(h)(2)).

General Checklist

- Did you upload a letter from the appropriate State or Territorial Administrative Agency (e.g., Ohio Emergency Management Agency), or Tribal government, confirming project eligibility and their willingness to administer the grant?
- Have you confirmed that the legal name of the grant recipient you entered is the State or Territorial Administrative Agency, or Tribal government, that would administer the grant?

- Did you upload letters of support from local entities (e.g., Lake County and/or City of Mentor) demonstrating community support for the project(s)?

Account: Federal Assistance—Emergency Ops. Centers

The Emergency Operations Center (EOC) Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. Fully capable emergency operations facilities at the state and local levels are an essential element of a comprehensive national emergency management system and are necessary to ensure continuity of operations and continuity of government in major disasters or emergencies caused by any hazard.

Account: Federal Assistance—Pre-Disaster Mitigation

FEMA’s PDM grants assist state, local, tribal, and territorial governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, such as floods and wildfires, while reducing reliance on federal funding for future disasters.

For PDM grant requests, the database includes specific eligibility questions to ensure the proposed project meets FEMA’s requirements as detailed in the most recent [Notice of Funding Opportunity](#) (NOFO). The subcommittee encourages offices to consult with their [State Hazard Mitigation Officers](#) when answering the questions in the database. Member offices must answer all the eligibility questions in the database for a request to be considered.

For any PDM projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2023 House bill ranged between \$320,482 and \$10,000,000 for individual PDM grants.

Pre-Disaster Mitigation Grant Checklist

- Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the Stafford Act (42 U.S.C. § 5122(4),(6),(8))?
- Have you confirmed that the proposed activity is consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?
- Have you confirmed that the requesting entity can provide a [Benefit Cost Analysis](#) that validates the cost-effectiveness of the request?
- Does the total project cost you entered reflect federal and non-federal resources?
- Can the requesting jurisdiction provide the required non-federal cost share (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the NOFO)?
- Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost share of the total project cost?

For more information on accounts in the Homeland Security Subcommittee, [see full Committee guidance](#).

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Interior, Environment, and Related Agencies

Environmental Protection Agency

Account: STAG—Clean Water State Revolving Fund and Account: STAG—Drinking Water State Revolving Fund

For FY 2024, the Interior Subcommittee will accept Community Project Funding requests in the Environmental Protection Agency – State and Tribal Assistance Grants (STAG) account for certain clean water and drinking water infrastructure projects. The Subcommittee will not accept project requests in any other account.

These projects include construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state’s Clean Water or Drinking Water State Revolving Funds (SRF) loan programs.

When submitting EPA STAG Community Project Funding requests, please be aware of the following guidance:

- **Ban on for-profit recipients and privately-owned projects.** The Committee will not fund projects to for-profit entities and privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program.
- **State, municipal, local, territorial, or Tribal governmental entities as grantees.** Public entities should be considered as the primary grantees to oversee the completion of the project. For STAG water infrastructure projects, States have Intended Use Plans (IUPs) with drinking water and wastewater projects that have already been vetted by governmental officials.
- **Non-profits as grantees.** Non-profits will be considered on a limited basis at the discretion of the Chairman. If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986. Many water projects often partner with non-profit entities to complete projects. Therefore, the Chairman will consider, on a limited basis, projects that are directed to non-profits with an inherently governmental function.
- **Federal Nexus.** The Committee will only fund projects with purposes authorized by Federal law:
 - Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381 et seq.
 - Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j12.
- **Matching requirements.** There is a minimum 20% cost share requirement for any portion of a project funded through a STAG infrastructure grant and the Committee will not waive matching requirements:
 - For example, a \$1 million project could receive a maximum of \$800,000 from the Federal government, with the remaining \$200,000 the responsibility of the grantee.
 - In almost all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project’s matching requirement. o It is important that Member offices discuss with their State and local

officials the ability for localities to meet matching requirements prior to requesting a project. This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.

- **One-year funding:** Each project request must be for FY 2024 funds only and cannot include a request for multiyear funding.
- **Project Amounts.** Members should use the range of project amounts funded in FY 2023 as a general guide when making requests. In FY 2023, most EPA STAG infrastructure projects funded in the House bill ranged from \$45,000 - \$5,000,000. Note that the Committee may consider higher project amounts for fiscal year 2024, and any caps will be determined by the Chairman after reviewing the full universe of requests.
- **Contact information.** It is very important to include accurate contact information for the prospective grantee when filling out the online request. This includes a point of contact, phone number, email information, and address. The grantee name entered into the online database must match the grantee name on the signed disclosure of financial interest certification letter.
- **Eligibility Questions.** Member offices must answer all the eligibility questions in the database for a request to be considered including the below supplemental questions:
 - Is this a Clean Water SRF project or a Drinking Water SRF project?
 - Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?
 - Has the project received Federal funds previously? If so, please describe.
 - Does the project have (or expects to have within 12 months) its 20% cost share requirement?
 - Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

STAG projects have very specific eligibility requirements, and the Committee will not consider projects that do not meet those requirements. The following lists some of the project types that are ineligible for STAG funding:

Projects that are NOT generally eligible for STAG Grants

Clean Water / Wastewater		Drinking Water	
1.	Land , except for projects described in the subsequent table under eligibility #11.	1.	Dams or rehabilitation of dams.
2.	Operations and maintenance costs.	2.	Operations and maintenance costs.

3.	Non-municipal point source control.	3.	Water rights , except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA's DWSRF Class Deviation for Water Rights 2019.
4.	Acid rain drainage correction.	4.	Reservoirs , except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located.
5.	Ambient water quality monitoring.	5.	Laboratory fees for monitoring.
6.	Flood Control Projects , unless the project is otherwise managing, reducing, treating, or recapturing stormwater.	6.	Projects needed mainly for fire protection.
7.	Privately owned sewer pipes.	7.	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance.
		8.	Projects for systems in significant noncompliance unless funding will ensure compliance.
		9.	Projects primarily intended to serve future growth.

The following list provides some examples of the types of projects that are eligible for STAG grant funding, and which are most frequently funded:

Projects that ARE generally eligible for STAG Grants			
	Clean Water / Wastewater		Drinking Water

1.	Wastewater treatment plants, including sludge handling facilities: Upgraded (increase in treatment level) or expanded (increase in treatment capacity) facilities, including biological facilities, mechanical, a lagoon system, a land treatment system, or individual on-site systems.	1.	Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e., PFAS).
2.	Collector Sewers: Small sewers that convey wastewater from residences, commercial establishments, and industrial sites to larger interceptor sewers.	2.	Rehabilitate or develop water sources (Excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
3.	Interceptor Sewers: Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	3.	Install or upgrade treatment facilities.
4.	Sewer Pipes: Rehabilitation is eligible only if pipes are publicly owned.	4.	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.
5.	Outfall Sewer: A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters (i.e., a river, stream, lake, ocean, etc.).	5.	Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe or improve water pressure to safe levels.
6.	Storm Water Management: Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e., storm sewers, green infrastructure, etc.).	6.	Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons – are eligible for DWSRF assistance.
7.	Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control: Combined sewers are sewers that convey both wastewater and storm water and may overflow during periods of heavy rain. The costs to correct CSO and SSO overflow problems are eligible.	7.	Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection.

8.	Infiltration/Inflow Correction: Construction activities that prevent surface water or groundwater from entering the sewer system.	8.	Project planning, design, and other related costs.
9.	Water Security: These projects include installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.		
10.	Septic Tanks: Remediation, rehabilitation, removal, and replacement of failing tanks are eligible, as well as installation of new tanks where none had previously existed.		
11.	Land: The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or tribal projects, and land integral to the treatment process (e.g., land for effluent application or recharge basins), and a place to store equipment and material during POTW construction. Municipal purchase of land and/or conservation easements for source water protection are also eligible.		
12.	Water Reuse: Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water. This includes but is not limited to the purchase and installation of treatment equipment sufficient to meet reuse standards, distribution systems to support effluent reuse, recharge transmission lines, injection wells, and equipment to reuse effluent (e.g., gray water, condensate, and wastewater effluent reuse systems).		
13.	Capital Nonpoint Source Pollution Control Projects: E.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.		

For more information on accounts in the Interior, Environment and Related Agencies Subcommittee, [see full Committee guidance](#).

Military Construction, Veterans Affairs, and Related Agencies (MilCon)

Department of Defense

Account: Army

Account: Army National Guard

Account: Army Reserve

Account: Navy & Marine Corps

Account: Navy Reserve

Account: Air Force and Space Force

Account: Air National Guard

Account: Air Force Reserve

Account: DoD, Defense-Wide

Community Project Funding requests must follow the guidelines included in this section. Each project request must be for fiscal year (FY) 2024 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- Be included on an unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command or the FY24-FY28 Future Years Defense Program (FYDP).
 - Projects suggested by an installation or unit commander will not be accepted.
- Have at least 35 percent of its design completed.
 - For projects that have not reached 35 percent design, planning and design funding can be requested.
- Able to be obligated in FY24.
- Submitted to the House Armed Services Committee (HASC) for inclusion in the FY24 National Defense Authorization Act or previously authorized.
- Have a DD Form 1391, which is DoD's justification for military construction projects. The Armed Services' Congressional Liaison Offices can help provide these documents.

Construction and Unspecified Minor Construction – Active Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for active components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000.

- Army
- Navy and Marine Corps
- Air Force and Space Force

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- Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)

Construction and Unspecified Minor Construction – Reserve Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for Reserve Components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000.

Note: Some Reserve Component projects require a state funding match. Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State matching funds. The Committee will not waive match requirements.

- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

Sources of Eligible Community Project Funding Projects

Eligible Community Project Funding requests are those that are submitted to Congress by DoD, the Services, and Combatant Commanders.

Sources include:

- **Unfunded Requirements/Unfunded Priorities Lists (UFR/UPL)** – UFRs/UPLs are lists that the Services and Combatant Commanders provide to Congress identifying priority projects that were not included in the President’s budget request. UFRs/UPLs are available to Congress within ten days of the release of the President’s budget and can be found by contacting the Armed Services’ Congressional Liaison Offices.
- **Future Year Defense Program (FYDP)** – The FYDP is a projection of the forces, resources, and programs needed to support DoD operations over a five-year period. The FYDP is released simultaneously with the President’s budget request. The FY24-28 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY24 can be obtained through the Under Secretary of Defense (Comptroller) website:
<https://comptroller.defense.gov/Budget-Materials/>.

The Committee may limit the number and amount of any Community Project Funding in FY24, based upon the availability of funds. Any caps will be determined by the Chair after reviewing the full universe of requests.

Supplemental Information

For military construction Community Project Funding requests, the following information will be needed. This information is specific to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies.

- Which Service is the project for?
- Project Title.
- Amount Requested for FY24.
- Program (Is the funding request for construction, unspecified minor construction, or planning and design?).

- Project Location (State/Territory Title).
- Installation Name (Location Title).
- Is the project on the FY24-FY28 FYDP? If so, which fiscal year?
- Is the project on a FY24 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391?
- If a Reserve Component project, does it require a State funding match? • Is this project at or above 35% design complete?
- Can the project funds be obligated in FY24?
- Has a corresponding request been submitted to HASC for inclusion in the FY24 NDAA? If a project was previously authorized in a NDAA, please provide the fiscal year.
- Who is the point of contact in the requesting office?

For more information on accounts in the MilCon Subcommittee, [see full Committee guidance](#).

Transportation, and Housing and Urban Development, and Related Agencies

Department of Housing and Urban Development

Account: CDBG – Economic Development Initiative

EDI Community Project Funding within the Community Development Fund account of the HUD title is intended for economic and community development activities, consistent with statutory and additional Committee requirements.

Project requests for the FY24 Economic Development Initiative program must be eligible under one or more of the following criteria of the Community Development Block Grant (CDBG) program: 42 U.S.C. 5305(a)(1), 5305(a)(2), 5305(a)(4), 5305(a)(5); which are as follows—but limited to—land or site acquisition, demolition or rehabilitation; blight removal; and construction and capital improvements of public facilities, except for “buildings used for the general conduct of government.”¹ Programmatic and operational expenses are not eligible.

- **5305(a)(1)** – the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this chapter; or (E) to be used for other public purposes;
- **5305(a)(2)** – the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or

installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements.

- **5305(a)(4)** – clearance, demolition, removal, reconstruction, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties, and including the renovation of closed school buildings);
- **5305(a)(5)** – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons.

¹ 42 U.S.C. 5302(a)(21) provides: “The term ‘buildings for the general conduct of government’ means city halls, county administrative buildings, State capitol or office buildings, or other facilities in which the legislative or general administrative affairs of the government are conducted. Such term does not include such facilities as neighborhood service centers or special purpose buildings located in low- and moderate-income areas that house various non-legislative functions or services provided by government at decentralized locations.”

Given that projects must meet these authorized purposes of the CDBG program, the Committee expects to fund the following types of projects and other similar projects:

- Water or sewer infrastructure projects, which are not otherwise eligible to be funded as CPFs in EPA STAG (Interior bill) or Rural Water and Waste (Agriculture bill);
- Local road infrastructure, which is not otherwise eligible as a CPF in Highways (in this bill);
- Streetscape improvements.
- Public or non-profit housing rehabilitation, housing development financing, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community.
- Projects with a clear economic development benefit, such as workforce training centers and manufacturing incubators.
- Projects that meet a compelling local need consistent with the statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers, and multipurpose community centers.

All projects will be evaluated based on the individual submissions, and projects will be selected based on the merits of the project relative to other projects and the availability of CPF funding.

So that Members have the clearest possible guidance on the front end, the following types of projects are **NOT eligible** for CPF funding:

- Museums, commemoratives, memorials.
- Swimming pools, water parks, golf courses.
- Healthcare facilities.
- Venues strictly for entertainment purposes – e.g., theaters and performing arts venues.
- Due to the statutory restriction on using funds for “buildings for the general conduct of government,” things like courthouses and town halls cannot be funded.

Demonstration of Community Support: Projects require substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications including news articles, and any other documents that demonstrate public support for the project.

Reminder on Environmental Review Requirements: EDI projects, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all applicable federal environmental and historic preservation laws, regulations, and Executive Orders. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project (24 CFR 58.22).

In addition to meeting the above eligibility criteria, all projects must meet these Committee requirements:

- Administered by state, local, or tribal governmental entities or non-profit 501(c)(3) organizations.
 - As a reminder, for-profit entities are not eligible for Community Project Funding.
- Members are advised that projects for governmental entities to improve *private* properties pursuant to 42 U.S.C. 5305(a)(4) will be highly scrutinized and possibly not funded.
- Members are advised that projects submitted under 42 U.S.C. 5305(a)(1)(C) will be disfavored if the only or primary purpose of the project is "beautification" or historic preservation, without evidence of other community development or economic development benefits.

EDI projects are not eligible for the reimbursement of expenses for soft costs (planning, administrative) incurred prior to the completion of a grant agreement between HUD and the grantee; a grant agreement and a completed environmental review are necessary for reimbursement of hard costs (construction activities).

For each EDI Community Project Funding request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office. Please ensure Community Project Funding requests are not duplicative of requests to another Committee or Subcommittee.

For more information about the EDI account, [see full Committee guidance.](#)

Department of Transportation

Account: Airport Improvement Program

AIP Community Project Funding requests are intended to enhance airport safety, capacity, and security, and environmental concerns.

All projects must be:

- AIP eligible in accordance with 49 U.S.C. 47100 et seq., and FAA policy and guidance.
- Included in the FAA's National Plan of Integrated Airport Systems (NPIAS). • Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor.

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Federal Requirements:

Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The potential grantee should reach out to FAA Regional District Offices to ensure that projects will be in compliance with these mandates.

Cost Share:

For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements. Specific cost share requirements should be understood by the grantee, and verified by the FAA Regional District Office, along with other requirements to receive FAA funding.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

Database Questions:

For each AIP Community Project Funding request, Members will need to provide specific information through the database. The database will include the questions below to assist the Chair in evaluating and selecting projects. The Chair may require additional information on the project beyond the information provided in the database.

1. Project Name.
EXAMPLE: Rehabilitate runway. Airport Name (3 letter or number airport code), City, State (2 letter postal code).
NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding is provided to the correct project and location.
2. General description of the project and why it is needed.
3. Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.
4. What are the benefits of this project and why is it a priority?
5. Amount requested for the Community Project Funding for fiscal year 2024, and the total project cost.
6. Estimated start and completion dates.
7. Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?
8. Has the airport submitted a grant application for this same project to FAA?

For more information about the Airport account, [see full Committee guidance](#).

Account: Highway Infrastructure Projects

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Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under chapters 1 and 2 of title 23, United States Code, are also eligible.

All projects must be:

1. Capital projects or project-specific design for a capital project.
2. Supported by the state or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
3. Administered by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and planning activities required under sections 134 and 135 of title 23, United States Code.

Applicants should be aware that Highway Infrastructure Projects have a non-Federal cost share calculated on a sliding scale. The [cost-share requirements](#) are defined in statute and vary based on activity, location, and other factors.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their state departments of transportation to determine the eligibility and viability of projects.

For each Highway Infrastructure Projects request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents demonstrating public support for the project.

Community Project Funding questions in the database for Highway Infrastructure Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).
EXAMPLE: Main Street widening and resurfacing, City, State, Congressional District.
NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.
2. General description and benefits of the project and why it is needed. *EXAMPLE: Widening and resurfacing Main Street will allow the local government to add a turn lane to reduce congestion. It will also allow for safety upgrades at Avenue D where there is a high level of safety incidents.*
NOTE: Benefits may include safety, environmental, economic, equity, mobility, etc.

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3. Amount requested for the project.
4. Total project cost. NOTE: Provide the amount of the total cost of the project as outlined in the Statewide Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP), if applicable.
5. Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).
6. Estimated start and completion dates.
NOTE: Appropriated funds for these projects cannot be used for costs incurred prior to project authorization, which occurs when a project sponsor signs a grant agreement with or receives an allotment by a federal agency.
7. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?
8. Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants. EXAMPLE: FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.
9. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?
10. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project. EXAMPLE: State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.
11. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.
12. Please provide the STIP or TIP ID Number and specify which plan the ID Number comes from. EXAMPLE: See below: North Carolina STIP. ID Number R-5809 H141741. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

DIVISION 1					
ROUTE/CITY	ID			TOTAL	PRIOR
COUNTY	NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	PROJ COST (THOU)	YEARS COST (THOU)
<u>RURAL PROJECTS</u>					
NC 45	R-5809	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219
BERTIE	H141741				

For more information about the Highway account, [see full Committee guidance](#).

Account: Transit Infrastructure Projects

Transit Infrastructure Projects are public transportation capital projects eligible under chapter 53 of title 49 of the United States Code. Eligible capital projects are described under section 5302(4) of title 49, United States Code. All projects must be:

1. Transit capital projects or project-specific planning/design for a transit capital project;
2. Supported by the state, local governmental authority, or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement; and
3. Sponsored by designated recipients, States (including territories and the District of Columbia), local governmental authorities, and/or Indian tribes.

Public transportation or transit is defined in section 5302(15) and (22) of title 49, United States Code, as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, joint development projects, and planning activities authorized under sections 5303, 5304, and 5305 of title 49, United States Code.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., transit agency) to determine the eligibility and viability of their projects.

The Subcommittee will continue to treat the Capital Investment Grants (CIG) program as programmatic requests and will not fund CIG projects under Transit Infrastructure Projects. Any projects for which the sponsor is seeking or will seek a CIG grant will not be considered.

For each Transit Infrastructure Project request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

Community Project Funding (CPF) Questions for Transit Infrastructure Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. The project name and location will be used to list the project in the House Report and

must be accurate to ensure funds are provided to the correct project and location.

Any changes after enactment will require additional legislative action.

EXAMPLE: *West Elm Paratransit Fleet Replacement, City, State, Congressional District.*

2. Project Recipient.

EXAMPLE: *West Elm Public Transportation Authority*

3. General description and scope of project, including benefits and explanation for why project is a priority.

EXAMPLE: *The West Elm Paratransit Fleet Replacement will replace 12 gasoline powered cutaway paratransit vehicles with 12 Compressed Natural Gas (CNG) paratransit vehicles in the city of Green Bay to accommodate the most vulnerable population. The gasoline buses are at or beyond their useful life. The funding will also be used to install a CNG fueling station located at the West Elm's maintenance facility. The new CNG paratransit vehicles will require training current employees on this new technology in order to assist with operations and maintenance of the fleet. Safety is the primary benefit of the project as it provides ADA accessible vehicles for older adults and people with disabilities. A safe, reliable, and comfortable transportation is critical for this population. These vehicles will carry multiple passengers to employment, education, healthcare, and recreational locations. It is a priority for the West Elm Public Transportation Authority given the limited resources they have to fully fund the paratransit procurement.*

4. Amount of CPF funding requested for project.

EXAMPLE: \$1,200,000

5. Total project cost.

Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.

6. Does the project require an environmental review? If so, what is the status and/or outcome of the review under the National Environmental Policy Act (NEPA)?

7. Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If yes, list sources and amounts of funds. The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent non-federal share.

EXAMPLE: Local sales taxes are committed for 25 percent of the project.

8. If the project receives less than requested for the transit infrastructure projects, will the project proceed without waiting for additional funding sources?

EXAMPLE: Yes, however, the project will not be able to proceed immediately without the total amount. The West Elm Public Transportation Authority anticipates using FY24 formula funds to make up the shortfall if there are no other federal grant opportunities available.

9. Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected?

EXAMPLE: *Yes, the transit agency anticipates applying for the FY23 Low or No Emission Grant Program before the April NOFO deadline. If they are not selected as a grant awardee for the Low or No Emission Grant Program, the West Elm Public Transportation Authority will still proceed using their formula funds.*

10. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.

EXAMPLE: *FY22 FTA Buses and Bus Facilities Discretionary Grant: \$100,000; FY23 FTA Formula Funds: \$25,000.*

11. Where is the project in the construction process? Drop down options in the database will include Planning and Environmental Review, Final Design, RFP/IFB Issued, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).
12. Estimated start and completion dates.
13. Is the project on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2022? If yes, provide a link to the plan.
14. Provide the STIP or TIP ID Number and specify which plan the ID Number comes from.
EXAMPLE: See below – the North Carolina STIP, ID Number R-5809 H141741. *The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.*

DIVISION		1			
ROUTE/CITY	ID	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
COUNTY	NUMBER				
RURAL PROJECTS					
NC 45	R-5809	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219
BERTIE	H141741				

For more information about the Transit account, [see full Committee guidance](#).

Account: Consolidated Rail Infrastructure and Safety Improvements

Rail infrastructure projects are capital projects eligible under the CRISI program authorized in section 22907 of title 49, United States Code. CRISI provides grants to assist in financing the cost of improving passenger and freight rail transportation systems. All projects must be:

- Rail capital projects or systems planning for a rail capital project;
- Supported by the state, local governmental authority, or Tribal government that would administer the project; and
- Sponsored by public entities or Tribal entities.

This is a new Community Project Funding account for Fiscal Year 2024. The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, rail-related research, and workforce activities.

The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., public agency) to determine the eligibility and viability of their projects. Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act.

For each CRISI request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

Washington Office
1224 Longworth
House Office Building
Washington, D.C. 20515

(202) 225-2176



District Office
617 N. Magnolia Street
Suite 101
Orlando, FL 32805

(321) 388-9808

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

Community Project Funding (CPF) Questions for CRISI Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. This description may be used in the House report and must be accurate to ensure funds are provided to the correct project and location.
EXAMPLE: *West Elm Track and Railroad Bridge Improvements, City, State, Congressional District.*
2. Project Recipient. As a reminder, for-profit entities are not eligible for CPF funding. The recipient must be a public entity such as a state department of transportation, public agency, or not-for-profit rail carrier that provides intercity rail passenger transportation, etc.
3. General description and scope of project, including benefits and explanation for why project is a priority. EXAMPLE: *The West Elm Track and Railroad Bridge Improvements Project will replace an aging railroad bridge and rehabilitate 11 sidings and wye tracks that can handle increased traffic along the main rail route between the cities of Green Bay and Pembine. The improvements will increase the efficiency of the route by eliminating slow-orders along 32 miles of track and help mitigate congestion along the track to increase safety. It is a priority for both cities given the limited resources they have to fully fund the project.*
4. Amount of CPF funding requested for project.
5. Total project cost. Provide the total estimated cost of the project.
6. Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction? if so, what is the source and amount of those funds?
 - a. The cost-share requirements are defined in statute. Rail capital projects under the CRISI program require a minimum 20 percent non-federal share.
 - b. EXAMPLE: *Local sales taxes are committed for 20 percent of the project.*
7. If the project receives less than requested, will the project still proceed without waiting for additional funding sources?
8. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants. EXAMPLE: *FY20 BUILD Discretionary Grant of \$7.5 million.*
9. Where is the project in the construction process? Drop down options in the database will include Planning and Environmental Review, Final Design, Right of Way, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).
10. Estimated start and completion dates.
11. Is the project on a state rail plan as of 12/31/2022? If yes, provide a link to the plan and specify page number.
12. Is the project included in a grade crossing action plan? If yes, provide a link to the plan and specify page number.

For more information about the Rail account, [see full Committee guidance](#).

Account: Port Infrastructure Development Program

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1224 Longworth
House Office Building
Washington, D.C. 20515

(202) 225-2176



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617 N. Magnolia Street
Suite 101
Orlando, FL 32805

(321) 388-9808

Port Infrastructure Development Program projects are projects eligible under Section 54301 of title 46, United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2022.

The Subcommittee will only fund projects that meet eligibility criteria and will be administered by eligible applicants, as described by statute. As a reminder, funding may not be directed to for profit recipients. Due to the limited amount of total CPF funding, priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 U.S.C. 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.

This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC sections 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. Note that recipients are also required to comply with reviews and audits from the Department of Transportation.

Additionally, these projects may be subject to various Federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their local port authorities and the Maritime Administration's [Gateway Offices](#) to help determine the eligibility and viability of projects.

For each Port Infrastructure Development Program project request, Members will need to provide specific information through the electronic submission process. The database will include the questions below to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

Community Project Funding questions in the database for Ports:

1. Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District). *EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.* *NOTE:* The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.
1. General description and benefits of the project and why it is needed.
3. Amount requested for the project.
2. Total project cost.
3. Who is the recipient? Provide a website address if available.
4. Is the project at a small port, as described under 46 USC 54301(b)?
5. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?

6. Estimated start and completion dates.
7. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?
8. Please provide a history of federal funding for the project, if any.
9. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?
10. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.

For more information about the Port account, [see full Committee guidance](#).

IV. Frequently Asked Questions

The process of requesting and submitting requests for Community Project Funding can be confusing. Here are some of the most frequently asked questions about the process. Please refer to this section for answers to many of your questions before following up with my staff.

What is Community Project Funding?

Community Project Funding is generally defined as spending provisions in federal legislation that:

- Are requested on behalf of constituents or constituent organizations by a Member of Congress or Senator.
- Provide, authorize, or recommend a specific amount of discretionary budget authority, credit authority, or specific funding amount to a specific entity for a specific purpose; and,
- Fund projects designed to respond to the objective(s) of a federal program under existing law.

Community Project Funding is typically requested for projects with a clear purpose and goal above and beyond normal operating activities, and for which private, non-federal funding is not available or sufficient. Community Project Funding will typically only serve as a partial contribution to the total cost of a project.

Is there a deadline for submitting a request?

Yes. The deadline to submit a Community Project Funding request for our office is March 15, 2023.

What if I miss a deadline? Are any exceptions made if the bill hasn't been passed?

Congressional offices review numerous requests in a short amount of time. As a result, deadlines are strictly enforced. Once my office submits our requests to the full committee, I am unable to change or add requests. That is why it's important to submit your request before the deadline.

Are Community Project Funding requests publicly disclosed?

Yes. All requests for Community Project Funding submitted by the Member to the committee for consideration must be publicly listed on that Member's website, including the name and address of the requestor, the amount requested, and the justification for use of taxpayer funds.

Are there limitations on what Community Project Funding can be used for?

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Yes. Federal Programs have very specific restrictions on how federal funds can be used. It is recommended that you closely examine this guide for references to eligible uses or limitations on funding use. Generally, funding cannot be used for debt service, recurring or routine expenses, reimbursement of costs, or projects that cannot demonstrate value to the community.

Should I submit my request to both my U.S. Representative and U.S. Senators?

Yes. It is strongly recommended that you submit your request to all of your federal representatives.

How much should I request?

It depends on the account from which you are requesting funds. You should not request more funds than you need or that can be realistically spent in the Fiscal Year for which you receive project funds. While you should request the amount that can be expended in the upcoming Fiscal Year that you need, please remember that projects are not always funded fully due to budgetary restraints. Note also that receipt of funds from Community Project Funding in one Fiscal Year is not a guarantee for Community Project Funding in future Fiscal Years.

What if I do not know the appropriate Account or Agency for my project request?

This guide has been prepared to outline information on available accounts. Requestors should use this guide to identify the appropriate account that meets the needs of your project or organization. Please contact my office if you need additional information or guidance.

If my project is funded, will I receive the full amount I request?

There is no guarantee that an approved Community Project Funding request will be funded at the requested level. It is very likely that you will only receive a portion of your request, if any funding at all. This is mostly due to budgetary restraints. Please keep this in mind when requesting support for your project.

Do I need letters of support?

Yes. The more community support for a project your application demonstrates, the better. As noted above, letters of support from local, municipal, and state elected officials and stakeholders—as well as editorials and articles in local newspapers on the importance and necessity of the project—are all important.

I submitted a request. Will it be approved? When will I know?

The FY 2024 Community Project Funding process is extremely targeted, and this process is also very competitive. While my team will carefully review all requests, it is strongly recommended that you explore other grant and funding sources as well.

Subcommittee deadlines fall at the end of March. In order for my team and I to properly examine all requests, my office's deadline is March 15th.

The House Appropriations bills are typically considered in the late spring, with the Senate considering bills in late spring and over the summer. The House and Senate have to convene what's called a "conference committee" to work out the differences in each of those bills.

The Committee requires all members to publicly disclose and post their final requests to the Appropriations Committee once the requests are made. Hence, please remember that even if your project is supported in the House and/or Senate Appropriations bills, the funding level is subject to change until the final bill is signed into law.

This process can be long, but my team and I will be sure to keep all projects apprised of their status throughout.

If my Community Project Funding request is granted, what is the process for getting the assistance and how quickly will I receive it?

In general, recipients of Community Project Funding will be contacted by the appropriate agency or office that oversees the account from which your project received funding. This cannot happen until the appropriations bill in which your project was listed is signed into law. The timing varies between departments and agencies – some may start the process within several weeks, others may take several months after the bill's enactment into law.

In most cases, you will have to complete and submit a grant application outlining the project's goals, cost estimates and other requirements. You will work with a program or contract officer to complete these steps; they may have questions or additional requirements that could affect the timing of the obligations or outlay of funding to your organization.

The process of accessing funding, and the time it takes to complete the necessary steps, surprises many recipients who expect the money to be provided immediately.

Please be sure to take this into account when submitting your request.

Can I depend on receiving Community Project Funding for the same project more than once?

Generally, no. Most successful requests are one-time infusions of funding, generally used to launch a project or partially contribute towards the total cost of a project.

Given the limitations on the appropriations process for Community Project Funding, there is no guarantee that Congress will support a project for more than one year. However, you should discuss the needs of your project with your Congressional sponsor(s) if you believe that federal support will be needed beyond a single fiscal year.

V. Other Funding Resources

The Community Project Funding process is highly competitive, and while there are many worthy projects that deserve support, funding limitations prevent many from receiving funding through the Congressional appropriations process. However, it is important to note that Community Project Funding represents only a small fraction of the discretionary funding available through competitive grants, loans, and other opportunities.

Below are a number of useful resources to explore other federal funding opportunities. Each Congressional office has staff dedicated to assisting organizations with seeking and applying for grants; and you are strongly encouraged to contact your Congressional representatives to discuss how you can access any assistance from your federal elected officials.

Key Resources

Grants.gov

Looking for other federal funding opportunities? At Grants.gov, organizations can search and apply for competitive grants from 26 different federal agencies. Grants can be searched by agency, type of applicants, intended purposes, and more.

SAM.gov

The official U.S. government website for people who make, receive, and manage federal awards. Interested in finding out which loans or benefits you may be eligible for? Here you can learn more about federal loans, determine which loans may be right for you, and more.

Benefits.gov

This tool will help you figure out what government benefits you may be eligible for. It also provides information on how to apply for these programs.

USA.gov

The official guide to US Government Information and Services.

VI. Feedback

I hope this guide is helpful to you in compiling your Community Project Funding requests. My team has spent many hours putting our process and this guide together. Your feedback is essential to ensuring that this guide and process remain user-friendly. Please share any feedback you have with my staff.

Thank you,



Maxwell Alejandro Frost
Member of Congress